



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 06/23/2016**

**Closing Date: 07/08/2016**

**Position Title:** Fire Management Officer

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**Department:** Tule Fire

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**Work Schedule:** Varies

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**Wage Rate:** Pay Range 53: \$60,088.91- \$76,918.88 /YR /Non-Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Current Incident Qualification Card
- Tribal Identification *(if applicable)*

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit To:**

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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POSITION TITLE: Fire Management Officer

WORKSITE: Tule River Fire Dept.  
Tule River Indian Reservation  
299 S. Reservation Rd.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The purpose of this position is to direct all phases of a fire management program with a moderate complexity level and is responsible for its planning, program direction, coordination and evaluation. The FMO plans, develops, implements coordinates, and evaluates an integrated fire management program to achieve resource management objectives. Where aviation assets are utilized, the incumbent may also be responsible for the aviation management program. The FMO maintains safety first as the foundation for all aspects of fire and aviation management. The primary responsibility is to provide technical guidance, program development and review, and to plan, coordinate, and monitor the fire management program and operations using data from various sources within the incumbent's area of responsibility. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position, or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE to qualify for this position.**

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### DUTIES, RESPONSIBILITIES & ABILITIES:

*The Fire Management Officer (FMO) requirements contained in the Interagency Fire Program Management Standards and Guide (IFPM) must be used in conjunction with this PD.*

### MAJOR DUTIES:

#### Program Management

The FMO directs all phases of a fire management program with a moderate complexity level and is responsible for its planning, program direction, coordination and evaluation. Analyzes current fire management plans and initiates changes within guidelines or makes recommendations to meet changing conditions within the limits of current or anticipated funding.

Ensures that the fire management program is in compliance with environmental laws, regulations, and policies.

Provides leadership, coordination and direction in the application of standards, methods, and guidelines for all fire and aviation management program elements. Provides advice and guidance in the implementation of policies and standards received from higher authorities.

Ensures that the fire prevention program is effective and meets short-term objectives and long-term goals. Develops and reviews fire prevention plans. Works with other agencies in the development and delivery of cooperative fire prevention programs and training.

Develops and implements a communication plan. Briefs decision makers. Coordinates plans of action with affected cooperators. Ensures information related to wildland fire, prescribed fire, and fire program components for internal and external audiences is accurate and timely.

Coordinates program activities with federal, state, tribal, and local government Entities/Agencies. Develops, implements and administers grants and agreements (e.g., Emergency Equipment Rental Agreements, mutual assistance, and Rural Fire Assistance).

Serves on various interagency committees, teams and work groups dealing with specific local, geographic, or national fire management issues.

Identifies research needs and applies new technology.

Manages unit aviation programs or operations.

Directs and supervises all phases of the budget formulation process to assure balance in the fire organization at varying levels of funding, and initiates changes as appropriate. Monitors the expenditure of funds to assure fiscal integrity and correct application of financial standards.

### **Planning**

Ensures that all phases of fire and aviation management planning are completed. Planning involves interacting with all disciplines as well as officials from other federal, State, tribal, and local agencies and the public. Plans include short-range issues as well as long-range strategies.

Reviews preparedness actions and operating plans used in the management of wildland fires. Negotiates cooperative agreements and resolves difficult and controversial public relations problems. Develops alternative wildland fire strategies by taking into Consideration values to be protected and selects the appropriate alternative.

Ensures that the fuels management program is consistent with ecosystem management principles and land use plans and is applied on a landscape basis. Establishes priorities for fire hazard reduction and fuels management based upon minimizing potential damage and maximizing multiple resource benefit and enhancement. Reviews and evaluates fuels management and fire use plans and prescriptions to achieve

specific ecosystem and resource management objectives. Identifies and evaluates the implications of the fuels management program on air quality standards, and provides operational guidance to mitigate potential impacts from smoke to sensitive areas. Participates as a member of an interdisciplinary team in the development of land use plans.

### **Operations**

Coordinates and initiates all fire management activities based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives, by using the full range of strategic and tactical options otherwise known as Appropriate Management Response (AMR) as described in an approved Fire Management Plan (FMP).

Coordinates AMR on wildland fires. Initiates a Wildland Fire Implementation Plan (WFIP) for all wildland fires and ensures a Wildland Fire Situation Analysis (WFSA) is completed and retained for all fires that escape initial attack.

Coordinates operations with cooperating agencies on multi-jurisdictional wildland fires addressing risk to human safety and potential for damage to resources and improvements.

Monitors fire season severity predictions, fire behavior, and fire activity levels and takes appropriate actions to ensure safe, efficient and effective operations.

Responsible for aviation activities at the local level and may serve as the unit aviation officer or subject matter expert.

Organizes, trains, equips, and directs a qualified work force to meet local, geographic area, or national level fire program management needs.

May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.

May manage national wildland fire support resources (e.g., Interagency Hotshot Crews, aviation assets, or other types of specialized modules).

### **Supervision and Safety**

Provides technical and administrative supervision to the unit(s). Plans and directs overall work to be accomplished by subordinate supervisor(s), sets and adjusts priorities, and prepares schedules for completion of work. Assigns work to subordinate supervisor(s) based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of the employees. Finds ways to improve production or increase the quality of work directed. Negotiates and coordinates work projects with other unit managers and supervisors.

Develops performance standards and evaluates work performance of subordinates. Advises, counsels, or instructs employees on both work and administrative matters.

Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to higher level supervisor or manager.

Effects minor disciplinary measures such as warnings and reprimands and recommends other action in more serious cases.

Selects subordinate supervisor(s) and other unit employees. Effects appointments, promotions, and reassignments.

Identifies and provides for routine training needs and makes decisions on special, controversial, or costly training for subordinate employees.

Manages the environmental and workplace hazards of the wildland fire environment and provides leadership and direction to subordinates in the recognition and mitigation of these hazards following applicable laws, policies, and guidelines. Personal accountability and zero tolerance for unsafe acts are paramount.

Responsible for the on-the-job safety and health of all employees supervised. Ensures that a comprehensive job hazard analysis is conducted and a risk management process is implemented. Responsibilities include identifying and correcting safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program, debriefing with incident management team personnel, and coordinating safe travel plans.

#### FACTORS:

##### 1. Knowledge Required by the Position

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment.

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, hydrology, geology, archeology).

Comprehensive knowledge of the principles, practices, and concepts of wildland fire management (e.g., fire effects, fire hazard and risk analysis, fuel and flammability assessment, smoke management, incident management, prescribed fire, and fire use)

sufficient to perform program development and oversight for the fire and aviation management programs.

Comprehensive knowledge of laws, regulations, and agency policies and procedures applicable to the use and protection of natural and cultural resources.

Knowledge of accepted wildland fire safety practices and procedures.

Comprehensive knowledge of the latest technological advances in fire management sufficient to evaluate their applicability to specific situations.

Knowledge of budgeting policy, procedures and techniques sufficient to develop program budgets and annual work plans.

Knowledge of capabilities, limitations, approved safety standards, and operating procedures of commonly used fixed and rotary wing aircraft.

Knowledge of supervisory policies, procedures, and methods in order to manage a diverse workforce.

Knowledge of contracting procedures and ability to serve as a Contracting Officer's Representative (COR).

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts.

## 2. Supervisor Controls

The incumbent receives assignments in terms of broad functional responsibilities, goals, and overall objectives. The supervisor and employee confer on priorities and deadlines.

The incumbent independently plans, obtains resources, creates objectives, interprets policies and regulations, and resolves technical or administrative conflicts with internal and external stakeholders. Coordinates fire management activities and plans with other resource management personnel independently or in collaboration with interdisciplinary resource teams.

Significant developments are discussed with the supervisor, and the work is reviewed for compatibility with overall program objectives.

### 3. Guidelines

Guidelines include Department, Bureau, and multi-agency policies and procedures, regulations, plans, specialized fire information, and professional practices. Due to the moderate complexity level of the fire management program, the incumbent is required to select, adapt, and interpret existing methods, practices, and instructions or to generalize from several guidelines and techniques in carrying out the activities.

Fire planning is conducted in an interagency environment, with multiple stakeholders and cooperators. Since guidelines are issued at multiple levels by multiple organizations, conflicts must be resolved by the incumbent and the resolution incorporated into the appropriate plan.

### 4. Complexity

This position is located in a unit with a moderate fire management program complexity level. Primary responsibility is to provide technical guidance, program development and review, and to plan, coordinate, and monitor the fire management program and operations using data from various sources within the incumbent's area of responsibility.

The incumbent must consider a number of variables and features that may complicate the planning process on the varied land areas. The land areas and the functional programs are characterized by a number of complex features and may include: (1) terrain that varies from short grass prairies to forests, with varying elevation ranges; (2) large areas of unique ecosystems, some of which may be wilderness area, and may contain cultural resources; (3) habitat that supports numerous wildlife species; (4) land areas that may contain several threatened or endangered plants and animals; (5) variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread that have a decided effect on plans, methods, and procedures of all fire management activities; (6) a wide variety of fuels ranging from grasslands to forests, requiring different prescriptions for the use of fire as a tool; and (7) extended periods of drought, high winds, lightning and other factors.

The work involves many areas of uncertainty, and a number of technical, resources, administrative and socio-economic problems. This requires the incumbent to extend, modify, or adapt procedures to resolve problems.

### 5. Scope and Effect

The purpose of the work is to plan, develop, implement, coordinate, and evaluate an integrated fire management program to achieve resource management objectives.

The fire management program is extremely important to the ecosystem and the

incumbent's actions have an effect on the local economy, recreational pursuits, and public safety.

The results of the work influences the effectiveness in meeting the agency land management objectives and goals.

6. **Personal Contacts**

Personal contacts are made with personnel at all levels of cooperating land management and fire protection agencies at the federal, state, tribal, and local level. Primary contacts are with fire management personnel, resource specialists and other unit coordinators. Other personal contacts are with environmental and conservation groups, news media, contractors, private landowners, political officials, and the general public.

7. **Purpose of Contacts**

Most contacts are to exchange information, provide fire management advice, coordinate work efforts, negotiate solutions to common problems, and to plan and develop cooperative endeavors with federal, state, tribal, or local officials. Sometimes the contacts are made to influence or persuade other subject matter experts to adopt a course of action or change program direction, resolve disputes, or to obtain compliance with objectives.

8. **Physical Demands**

Normally the work is sedentary but often requires physical exertion while overseeing fire suppression activities including walking over rough, steep, uneven terrain in all types of weather. The incumbent is faced with emergency situations at all hours and must respond quickly. The position may require long shifts or multi-day assignments under primitive living conditions during emergencies. During the fire season, extended fire assignments away from the unit may be required under very stressful conditions.

9. **Work Environment**

Most work is performed in an office setting. Field work is sometimes performed in steep terrain where surfaces may be uneven, rocky, or covered with thick vegetation. Temperatures are frequently extreme, both from weather and fire conditions where the presence of smoke and/or dust conditions are frequently severe. The hazardous nature of fire suppression work requires that protective clothing (boots, hard hats, etc.) be worn during emergencies. The incumbent must exercise a variety of safety practices and precautions for their own and others' well being.

**REQUIREMENTS/EDUCATION AND OR EXPERIENCE:**

1. Must be insurable to drive department vehicles.



2. Position requires meeting the physical fitness levels established for this position and requires periodic physical fitness testing. Must pass annual physical agility test.
3. Must pass a 90 day probationary period prior to being eligible for benefits.
4. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
5. Bachelor's degree in biological sciences, agriculture, natural resource management preferred, or equivalent to combination of educational requirements of the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide. Completion of a certified IFPM 401 qualification program.

**Travel:**

Position could require extensive travel, particularly during fire season. Travel away from the primary duty station is determined by the type of fire season and the incumbent's red card qualifications. Standard fire assignments are 14 days in length, exclusive of travel from and to home unit, with possible extensions. After completion of a 14 day assignment, two mandatory days off are required. During periods of non-routine or extended activity, employees will have a minimum of 1 day off in any 21 day period. Employees may be required to remain in the vicinity of the fire assignment on days off. Travel in government aircraft will be required as part of the duties of this position.

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**This position reports to:** Fire Chief

**Supervises:** AFMO (Assistant Fire Management Officer), Fire Department Staff

**Salary Range:** Pay Range 53: \$60,088.91- \$76,918.88 / YR/ Non-Overtime Eligible

**Working hours:** 40 Hours per week/ Flexible Schedule

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473).**